

Executive Council Meeting

September 20, 2016

Present: Karla Hughes, Lisa Shemwell, Peggy Doss, Jay Hughes, Jay Jones, Linda Rushing, Bob Ware

1. Profile Data and Setting Targets for Spring Semester

Unofficial data on fall 2016 enrollment was provided, as well as a comparison to fall 2015. Information for spring 2017 enrollment was discussed with financial implications considered.

Based on historical information, Enrollment Management will begin to look at strategies, who to target, as well as how, and also have conversations among all three campuses. Once strategies are in place and approved, Finance and Administration will provide financial analysis.

2. Student Life: Housing Data and Welcome Week

Housing statistics were provided using the housing software which has revolutionized the ability to capture real-time data efficiently and quickly. Information was also provided on meal plans/declining balance.

An update was given regarding Welcome Week. Approximately 575 surveys were completed in small group sessions and concurrent sessions, and feedback was overall very positive.

A topsoil quote on additional parking east of Bankston Hall was discussed. Mr. Ashcraft is expecting to receive a paving quote this week.

3. Student Success Collaborative Next Steps

Phase I of the Student Success Collaborative was a small cross collaborative group that met over the summer. Phase II has added more representation. A timeline was provided to the Council regarding the next steps which entail training, activation, and full implementation. The team is also ready to look at which courses students are bottlenecking and/or failing.

4. Facility Issues

Processes will begin to be improved regarding facility issues. When problems arise, they will be dealt with and those involved will be informed.

The issue of mold was discussed, including the relocation of faculty and staff. A report was given on Sorrells Hall, Willard Hall and Maxwell Hall. Estimations were given for

the encapsulation of the crawl spaces in these three buildings. A timeline will be provided once the scope of the work is set.

In the past, the surplus building on campus has been full of non-serviceable items. Over the summer two trips were made to landfills. A regular schedule will be developed to help keep the building from filling up, so that offices and storage spaces can be kept clean. An update will be provided by email to the Executive Council.

A facilities update for the McGehee campus and Crossett campus was discussed.

5. Performance Appraisal Implementation

Council members were provided a generic template and asked to complete evaluations on all employees, including non-classified, before December 31. If all direct reports have been evaluated, a confirmation email should be sent to the Chancellor's Office. All supervisors should make sure they are giving positive feedback, as well as what can be improved.

6. Future Executive Council Meeting Topics

- a. Update vs Discussion – Send email updates that do not need discussion.
- b. Policies – Executive Council members should review operating procedures and if there are policies that need updating, send to Executive Council by email.
- c. December Commencement – An updated list of responsibilities was provided.
- d. Strategic Planning – A process for campus input will be implemented regarding strategies and metrics for achieving goals.
- e. Marketing and Branding will continue to be discussed.